

[This question paper contains 4 printed pages.]

Sr. No. of Question Paper : 8144

C

Roll No.....

Unique Paper Code : 241357

Name of the Paper : Computer Applications

Name of the Course : B.A. Programme, Part II : OFFICE MANAGEMENT  
AND SECRETARIAL PRACTICE  
(Only English Medium)

Semester : III

Duration : 3 Hours

Maximum Marks : 75

**Instructions for Candidates**

1. Write your Roll No. on the top immediately on receipt of this question paper.
2. Attempt **All** Questions.

1. (a) Fill in the blanks : (10)

(i) A Computer accepts \_\_\_\_\_ from the user. (input/output)

(ii) \_\_\_\_\_ supervisor the activity of each component in a computer system. (Operating System/Application Program)

(iii) A \_\_\_\_\_ is a set of rules that controls the interaction of different devices in a network or internet work. (protocol/model)

(iv) \_\_\_\_\_ key stroke will take you at the beginning or the end of a long document.

(Ctrl + Home and Ctrl + End/Shift + Home and Shift + End)

(v) There are \_\_\_\_\_ margins on a page. (four/two)

P.T.O.

(b) State True / False (5)

(i) Digital computers can work only for few hours.

(ii) A computer system is a combination of hardware and software.

(iii) Software are of two types :

(a) Application software

(b) System software

(iv) Worksheet contains 356 columns.

(v) There are two ways to start power point.

2. (a) How are the computers classified according to technology ? Discuss. (8)

(b) List out and explain some of the important characteristics of a computer. (7)

**OR**

(a) What is the function of Microsoft power point ? How can effect power point Presentations be delivered ? (8)

(b) Briefly discuss the limitations of a computer. (7)

3. (a) What do you mean by system software ? List out some of the key functions performed by the system software of a computer system. (8)

(b) What is a chart ? List out some of the different charts available in MS Excel. (7)

**OR**

(a) In what manner is e-mail service similar to postal mail service ? In what manner are the two different from each other ? (8)

- (b) What is the difference between a Web page and a Website ? (7)
4. (a) What are the basic requirements for getting connected to the internet ? (8)
- (b) How are simple and complex tables created in a MS Word document ? (7)

OR

- (a) Write command for the operation (a) - (c) based on the worksheet shown below :

S.No.	A	B	C	D	E	F	G
1.	Roll No.	Name	Economics	Maths	Commerce	Total	Percentage
2.	CA1	Jack	99	98	90		
3.	CA2	Peter	96	92	87		
4.	CA3	Antonia	90	88	80		
5.	CA4	Hamlet	98	100	93		
6.							
7.	First position obtained by :						

- (i) Write a Formula to calculate the total marks obtained by each student.
- (ii) Write a Formula to calculate the percentage marks of each student.
- (iii) Display the name of student having maximum marks in the Cell G7. (8)
- (b) What is the difference between Hardware and Software ? (7)

P.T.O.

5. Write short notes on the following :

(a) WWW

(b) RAM and ROM

(c) Headers and Footers

(5×3)